

Addendum 2 to RFP
9/20/04

Current contracts are now being extended to April 3, 2005, to allow for a more extended schedule on the procurement.

The 3-year term limit on TSEP employees will start at the beginning of the new subcontract.

1. Can a TSEP employee move to another project after the 3 years?

Answer: No.

2. Could a TSEP employee work away from JPL and then come back?

Answer: If a TSEP employee has reached the 3-year term limit, a mandatory 1-year break in service will be required for eligibility for returning to work as a TSEP subcontractor.

3. If a subcontract work order (SWO) ended but a different SWO came up, could a TSEP employee move?

Answer: Yes, to a maximum of 3 years time.

4. Could an employees be hired by JPL before the 3 years expires.

Answer: Yes, but JPL will discourage the practice.

5. What training will JPL pay for?

Answer: A: JPL will pay for job-specific or JPL-mandated training. Hours worked while attending this type of training are considered allowable hours worked.

6. Who pays for special training?

Answer: Career or professional training will be the responsibility of the TSEP subcontractor.

7. Where does the mandatory qualification material go?

Answer: It goes with the cover letter enclosed with the proposal, which is due on October 8.

8. How often does JPL process payment to TSEP subcontractors?

Answer: The invoices are processed weekly with the standard net 30-day term.

9. If JPL does not pay within 30 days, do you pay interest?

Answer: No, JPL does not fall under the Prompt Payment Act.

10. Past Performance and cost are not scored? How do they fit into the equation of scoring?

Answer: Per paragraph 9.1 of the General Instructions of the RFP, cost, past performance, and other factors, while not scored, are considered to be of significant importance to this procurement. JPL plans to make source selection based on the offerors whose proposals are determined to represent the best value to JPL.

11. How many subcontractors are currently supporting the TSEP and CSEP efforts?

Answer: At present, there are four TSEP subcontractors and two CSEP subcontractors.

12. Can we bring new charts to orals?

Answer: For the initial 2-hour session, no new charts will be allowed for the management portion of your proposal. Any charts or viewgraphs a proposer chooses to help explain or support the proposed cost or past performance will be allowed providing it fits within the 2-hour time limit. Additional charts or viewgraphs may be used in the afternoon question-and-answer session to respond to JPL-submitted questions.

13. Does the 90-day rule for expenses include all processing time?

Answer: The 90 days is from the date of cost incurred to invoice receipt by JPL.

14. Resumes are not part of the 40-page limit, so where do they go?

Answer: Resumes can be a separate attachment.

15. How does a TSEP company determine exempt or nonexempt?

Answer: It is the responsibility of the TSEP subcontractor to decide based on appropriate state and federal law.

16. Do the TSEP companies need to send requests, paperwork, etc. through JPL recruiting?

Answer: No, TSEP recruiting is strictly through the JPL technical area requesting service and JPL Acquisition.

17. Are there type size requirements for the proposal?

Answer: Yes, they are listed on page 1 of the General Instructions.

18. Should the personnel administrator have a role in the oral presentation?

Answer: That is a decision for the proposing company to make.

19. Do travel expenses also have burden charges and under what circumstances?

Answer: JPL requires that any travel-related administrative expenses be included with the proposed indirect rate.

20. Where can we get access to the JPL accounting calendar that must be used?

Answer: The calendar will be released in October and will be available to all selected subcontractors.

21. The Specimen Subcontract, p. 6, 3.15, refers to a patent form. What does this mean?

Answer: Refer to the AGP entitled, "Patent Rights-Retention by the Subcontractor [Short form] for specific instructions.

22. If there is a competitive range determination made, will the companies eliminated be notified?

Answer: JPL will notify both those companies in and those companies outside of the competitive range.

23. If a Past Performance point of contact leaves that company after a proposal is submitted, should we inform JPL.

Answer: Updates on contact data are a reasonable thing to send.

24. In the Past Performance verification, what if the point of contact is on travel, vacationing, or otherwise unavailable the day a call is made?

Answer: JPL will make reasonable efforts to contact the points of contact. There would only be an issue if a point of contact seemed to be deliberately avoiding contact.

25. Is past performance on smaller contracts acceptable.

Answer: Yes.

26. On the financial support, could a \$4 million line of credit, with \$3 million being used, be acceptable?

Answer: No, this does not meet the \$2 million unencumbered line of credit requirement.

27. Will there be Category Y (on-site workers without office space) personnel on this effort?

Answer: Yes.

28. Will the proposal invitees be posted?

Answer: No, when potential bidders are listed, it is usually when teaming is expected. The TSEP RFP specifically forbids teaming/subcontracting.

29. Is there a more detailed breakdown on the selection criteria (e.g., more discrete areas of the 400 points for management)?

Answer: No, JPL does not provide that information.

30. Regarding the line of credit, would JPL accept other sources of funding, such as a guarantee from another company?

Answer: JPL would have to examine the details of proposed guarantee and the financial capability of the company offering the guarantee. This is not the preferred method.

31. Does JPL require a CD of the Past Performance volume?

Answer: No, the hard copies are sufficient.

32. What if an addenda with significant changes is released after a proposer has already sent the proposal?

Answer: To alleviate this concern, JPL will not entertain any questions after close of business on September 30, 2004.

33. The existing contract ends in February, and the new contract starts in April. Will there be a dark period during which all the subcontracts will disappear so that there will be no TSEP personnel to pick up when the new contract starts?

Answer: No, there will be no contractual lapse. Current TSEP subcontracts have been extended through April 3, 2005. The new TSEP subcontracts are anticipated to be executed in time to provide suitable transition period.

34. It is to be expected that the long-term people who have been at JPL for many years would transfer to JPL direct before the new contract starts, so the new TSEP contract might have significantly fewer personnel than the existing contract and/or long-term personnel might higher over to JPL soon after TSEP subcontracting companies had paid the administrative expenses of hiring them in.

Answer: JPL does not anticipate that a large number of these people will be hired as JPL directs either prior to execution of the new subcontracts or soon thereafter.

35. Will any TSEP incumbents be eligible to bid?

Answer: If the TSEP incumbents meet all mandatory qualification criteria, they are eligible to bid. JPL cannot make that determination for them.